LEGISLATIVE AUDITOR
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TARC

FINANCIAL STATEMENTS

JUNE 30, 2002

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1/22/03

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### JAMES M. CAMPBELL CERTIFIED PUBLIC ACCOUNTANT

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Baton Rouge, Louisiana 70809

August 9, 2002

#### INDEPENDENT AUDITOR'S REPORT

Board of Directors
TARC
Hammond, Louisiana

Ladies and Gentlemen:

We have audited the accompanying statement of financial position of TARC (a non-profit organization) as of June 30, 2002, and the related statements of activities, and cash flows for the year then ended. These financial statements are the responsibility of TARC's management. Our responsibility is to express an opinion on these financial statements based upon our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above, present fairly in all material respects, the financial position of TARC as of June 30, 2002, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Member of:

American Institute of Certified Public Accountants
Arkansas Society of Certified Public Accountants
Society of Louisiana CPA's

#### Independent Auditor's Report (Concluded)

In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated August 9, 2002, on our consideration of TARC's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with <u>Government Auditing Standards</u> and should be read in conjunction with this report in considering the results of our audit.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of TARC taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, <u>Audits of States</u>, <u>Local Governments</u>, and <u>Non-Profit Organizations</u>, and is not a required part of the basic financial statements. Also, the Statement of Functional Expenses on page 12 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects, in relation to the basic financial statements taken as a whole.

James M. Campbell CPA, AR

#### TARC STATEMENT OF FINANCIAL POSITION JUNE 30, 2002

#### **ASSETS**

A CCETEC	2002
ASSETS Cash Accounts receivable	\$ 155,550
Land	153,401 47,065
Leasehold improvements	15,817
Furniture and equipment Vehicles	80,253 32,617
Less: accumulated depreciation	(86,812)
•	
Total Assets	397,891
LIABILITIES AND NET ASSETS	
LIABILITIES Accounts perioble	2 660
Accounts payable Accrued payroll	2,668 11,264
Payroll taxes payable	266
Other payroll withholding liabilities	3,408
Total Liabilities	17,606
NET ASSETS	
Unrestricted net assets	<u>380,285</u>
Total Net Assets	380,285
TOTAL LIABILITIES AND NET ASSETS	397,891

## TARC STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2002

INIDECTOR ACCETO	2002
UNRESTRICTED NET ASSETS Contributions Fund raisers Memberships Contributions - United Way Donated facilities	\$ 27,323 86,806 3,660 13,200 32,000
Total Unrestricted Public Support	162,989
REVENUES Fees and grants from Governmental Agencies and private insurers Day care revenue Interest income Miscellaneous	800,374 93,030 4,898 3,366
Total Unrestricted Revenues	901,668
Total Unrestricted Public Support and Revenue	<u>1,064,657</u>
EXPENSES Program services Supporting services	942,867
Management & general	<u>103,545</u>
<u>Total Expenses</u>	1,046,412
INCREASE IN UNRESTRICTED NET ASSETS	<u>18,245</u>
NET ASSETS, BEGINNING OF YEAR	<u>362,040</u>
NET ASSETS, END OF YEAR	<u>380,285</u>

## TARC STATEMENT OF CASH FLOWS YEAR ENDED JUNE 30, 2002

	2002
CASH FLOWS FROM OPERATING ACTIVITIES: Change in net assets Adjustments to reconcile change to net cash	\$ 18,245
provided by operating activities:  Depreciation  (Increase) Decrease in:	10,392
Accounts receivable Prepaid expenses	(73,744) 640
Increase (Decrease) in: Accounts payable Accrued payroll	570 9,403
Payroll taxes payable Other payroll withholding liabilities	(7,444) 1,340
NET CASH FROM OPERATING ACTIVITIES	(40,598)
CASH FLOWS FROM INVESTING ACTIVITIES Purchases of property and equipment	(31,540)
NET CASH FROM INVESTING ACTIVITIES	(31,540)
CASH FLOWS FROM FINANCING ACTIVITIES	
NET CASH FROM FINANCING ACTIVITIES	0
NET INCREASE (DECREASE) IN CASH	(72,138)
CASH, BEGINNING OF YEAR	227,688
CASH, END OF YEAR	<u>155,550</u>
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:	-
Cash paid during the year for: Interest	. 0

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Nature of Activities

TARC is a private, non-profit organization whose purpose is to provide an early intervention program for children, birth to three years of age, who reside in Tangapahoa and Livingston Parishes, with developmental needs or handicaps, or at risk of having developmental needs or handicaps. TARC also provides advocacy services to individuals with disabilities. TARC also operates a Day Care facility. TARC's support comes primarily from various state contracts and programs.

#### B. Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of TARC and changes therein are classified and reported as follows:

<u>Unrestricted net assets</u>: Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets: Net assets subject to donor-imposed stipulations that may or will be met, either by actions of TARC and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

<u>Permanently restricted net assets</u>: Net assets subject to donor-imposed stipulations that they be maintained permanently by TARC. Generally, the donors of these assets permit TARC to use all or part of the income earned on any related investments for general or specific purposes.

#### C. Financial Statement Presentation

In 1997, TARC adopted Statement of Financial Accounting Standards, (SFAS) No.117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No.117, TARC is required to report information regarding its financial position and activities according to three classes of net assets (unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets) based upon the existence or absence of donor-imposed restrictions. As permitted by this Statement, TARC has discontinued its use of fund accounting and has, accordingly, reclassified its financial statements to present the three classes of net assets required. The reclassification had no cumulative effect on the change in net assets at the date of adoption.

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### C. Financial Statement Presentation (Continued)

TARC also adopted SFAS No.116, "Accounting for Contributions Received and Contributions Made," in 1997. In accordance with SFAS No.116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. The adoption had no cumulative effect on net assets at the date of adoption.

#### D. <u>Income Taxes</u>

TARC is exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code, and therefore has made no provision for federal income taxes in the accompanying financial statements. In addition, TARC has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Internal Revenue Code. There was no unrelated business income for the year ending June 30, 2002.

#### E. Allocation of Supporting Service Expenditure

Certain overhead expenses have been allocated between Program services and Supporting services based on a time study and an allocation of floor space based on the utilization of square footage by each program.

#### F. Cash and Cash Equivalents

TARC considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

#### G. Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets, and reported in the Statement of Activities as net assets released from restrictions.

#### H. Fixed Assets

Fixed assets acquired by TARC are considered to be owned by TARC; however, State funding sources may maintain equitable interest in the property purchased with grant monies as well as the right to determine the use of any proceeds from the sale of these assets. The State has a reversionary interest in those assets purchased with its funds which have a cost of \$500 or more and an estimated useful life of at least one year.

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### H. Fixed Assets, (Continued)

TARC follows the practice of capitalizing, at cost, all expenditures for fixed assets in excess of \$500. Depreciation is computed on a straight-line basis over the useful lives of the assets generally as follows:

	Estimated	
	Useful Life	_ Cost_
Leasehold Improvements	5-10 years	\$15,817
Furniture and equipment	5-10 years	80,253
Vehicles	5 years	_32,617
		128,687

Depreciation expense was \$10,392 for the year ending June 30, 2002.

#### I. <u>Functional Allocation of Expenses</u>

The costs of providing the various programs and other activities have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefitted.

#### J. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### K. Support and Revenue

TARC receives its grant and contract support primarily from the State Department of Health and Hospitals and other State Agencies (see Note 10-Summary of Grants/Contracts Funding). TARC receives client fees, Medicaid income, and Medicare income for billable client services and recognizes these fees and income when earned.

#### NOTE 2: ACCOUNTS RECEIVABLE

Receivables at June 30, 2002, are summarized below. TARC anticipates that substantially all receivables will be collected and no provision for uncollectible receivables has been provided.

	June 30, 2002
Due from State of Louisiana: Infant Habilitation OSE Part C Grant	\$ 56,317 21,835
Due from other sources: Other Receivables	75,249 153,401

#### NOTE 3: ACCRUED VACATION AND LEAVE - EMPLOYEE BENEFITS

Employees of TARC accrue annual vacation and leave at various rates and number of days. There is a six (6) month probationary period for all new employees prior to accruing any vacation or leave. Any vacation days carried over to the following fiscal year must be used by the 31st of August of that year or be forfeited. There was \$1,582 accrued leave recorded as of June 30, 2002.

#### NOTE 4: COMMITMENTS AND CONTINGENCIES

TARC receives a substantial portion of its revenues from Government grants and contracts which require the Organization to obtain a contract compliance audit of expenditures charged to the contracts. These may be subject to retroactive adjustments by third party payers. Management is not aware of any proposed adjustments and no provision for estimated retroactive adjustment has been provided.

#### NOTE 5: DONATED FACILITIES, MATERIALS, EQUIPMENT, AND SERVICES

Donated facilities are reflected as revenue received directly from the public with a corresponding expense to supporting services in the amount of \$32,000. The estimated value was determined by inquiry of real estate agents in the general area.

TARC records the value of donated goods or services when there is an objective basis available to measure their value.

Donated materials and equipment are reflected as contributions in the accompanying statements at their estimated fair market values at the date of receipt. There were no equipment donations as of June 30, 2002. There was a land donation with an estimated value of \$11,500. The value of donated services is not reflected in the accompanying financial statements because the value of such services and the amount of time donated is immaterial.

#### NOTE 6: <u>LEASES</u>

TARC's lease with the State of Louisiana, for a 6,400 square foot building located at 201 East Church Street, Hammond, Louisiana was renewed for an additional five years on October 19, 1998. The consideration was the mutual benefit, advantages, and convenience to be derived by the public in the operation of TARC. The donated facilities are valued at \$32,000 annually.

Other office facilities were leased October 1, 2000 for a period of one year with an option to renew for two additional years. The lease payment is \$600 per month. The total minimum lease commitment is \$1,800. Rent expense was \$7,200.

#### NOTE 7: SALARY REDUCTION PROGRAM

TARC offers its employees a 403 (b) (7) salary reduction program. Participation in this program is voluntary. TARC does not contribute to this program.

#### NOTE 8: FAIR VALUE OF FINANCIAL INSTRUMENTS

The following methods and assumptions were used to estimate the fair value of each class of financial instruments:

Cash and cash equivalents - Fair value approximates carrying value due to the initial maturities of the instruments being three months or less.

The estimated fair values of TARC's financial instruments at June 30, 2002, are as follows:

	Carrying Amount	Fair Value
Financial assets:  Cash and cash equivalents	\$155,550	\$155,550

#### NOTE 9: CONCENTRATION OF CREDIT RISK

TARC maintains several bank accounts at three banks. Accounts at an institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$100,000. There were no bank accounts in excess of the FDIC limit as of June 30, 2002.

#### NOTE 10: SUMMARY OF GRANTS/CONTRACTS FUNDING

TARC was primarily funded through the following grants and contracts for the period July 1, 2001 to June 30, 2002:

-	Grant Contract			-
Funding Source	<u>Number</u>	Period	Contract	Support
State Department Health and Hospitals	340-20092	7/1/01-6/30/02	\$ 282,481	\$ 282,481
State Department of Education	84.181A	7/1/01-6/30/02	319,960	319,960
TOTAL GRANTS AND	CONTRACTS			602,441

SUPPLEMENTARY INFORMATION

## STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED JUNE 30, 2002

	PROGRAM EXPENSES			
	INFANT PROGRAM	MEDICAID & PRIVATE INSURANCE	PART C	EARLY LEARNING CENTER
Salaries Payroll taxes and benefits	\$ 144,909 17,997	\$ 3,759 521	\$ 126,582 	\$ 86,670 
Total employee compensation	<u>162,906</u>	4,280	144,420	93,867
Affiliation fees Billing agent fees Central office overhead Contract therapist services	79,038	2,518 20,342 48,813	22,493 124,692	6,248
Dues and subscriptions	802 1,871			2,271
Equipment Fund raising expense Insurance	3,596		487	778
Meeting expense Miscellaneous Office expense Professional services	1,794 2,954	373 32	172 83	1,658 1,874
Rent Repairs and maintenance-building Repairs and maintenance-equipm Supplies-general Supplies-training	2,868 ent 805 1,461 3,018		46	1,899 8,520 832
Telephone Training Travel and seminars	723 2,646 13,062	- 	1,544 10,337	595 834 
Total expenses before depreciation	<u>277,544</u>	<u>76,358</u>	<u>304,274</u>	119,766
Depreciation of Fixed Assets	7,266			· · · · · · · · · · · · · · · · · · ·
Total Functional Expenses	<u>\$ 284,810</u>	<u>\$ 76,358</u>	<u>\$ 304,274</u>	<u>\$ 119,766</u>

RESPITE	TOTAL PROGRAM EXPENSES	SUPPORTING SERVICES	TOTAL EXPENSES (MEMORANDUM ONLY) 6-30-02
\$ 109,222 11,509	\$ 471,142 55,062	\$ 15,927 	\$ 487,069 62,162
120,731	<u>526,204</u>	23,027	549,231
		3,263	3,263
3,133	5,651		5,651
18,431	146,552	19,210	165,762
334	173,839	,	173,839
735	1,537	80	1,617
25	4,167	446	4,613
		10,761	10,761
1,411	6,272	1,182	7,454
		4,059	4,059
2,022	6,019	4,036	10,055
865	5,808	3,448	9,256
		368	368
		32,000	32,000
740	3,608		3,608
	2,704		2,704
5,097	15,078		15,078
	3,896	544	4,440
. 219	1,537		1,537
1,005	6,029	35	6,064
2,756	<u>26,545</u>	<u>729</u>	27,274
157,504	935,446	103,188	1,038,634
<u>155</u>	<u>7,421</u>	<u>357</u>	7,778
<u>\$ 157,659</u>	<u>\$ 942,867</u>	<u>\$ 103,545</u>	<u>\$ 1,046,412</u>

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## TARC SCHEDULE OF FEDERAL/STATE AWARDS FOR THE YEAR ENDED JUNE 30, 2002

	CFDA	<b>L</b>	
FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE	OR OTHER NUMBER	PASS-THROUGH GRANTOR'S NUMBER	DISBURSEMENTS/ EXPENDITURES
State Department of Health and Hospitals			-
Infant Habilitation	340-20092	571951	\$ 284,810
Department of Education	•		
IDEA Part C *	84.181A	01-H3-SJ-C	304,274
Total			589,084

<sup>\*</sup>Major Programs

#### JAMES M. CAMPBELL

CERTIFIED PUBLIC ACCOUNTANT

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August 9, 2002

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE

Board of Directors TARC Hammond, Louisiana

We have audited the financial statements of TARC (a nonprofit organization) as of and for the year ended June 30, 2002, and have issued our report thereon dated August 9, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether TARC's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered TARC's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information of the Board of Directors and management of TARC, the Louisiana Legislative Auditor, others within the organization, and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified James M. Camplelle CPA, ARC parties.

#### JAMES M. CAMPBELL

CERTIFIED PUBLIC ACCOUNTANT

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August 9, 2002

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Directors TARC Hammond, Louisiana

#### Compliance

We have audited the compliance of TARC, (a nonprofit organization) with the types of compliance requirements described in the <u>U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement</u> that are applicable to each of its major federal/state programs for the year ended June 30, 2002. TARC's major federal/state programs are identified in the Schedule of Federal/State Awards on page number 14. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of TARC's management. Our responsibility is to express an opinion on TARC's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of American; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal/state program occurred. An audit includes examining, on a test basis, evidence about TARC's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on TARC's compliance with those requirements.

In our opinion, TARC complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal/state award programs for the year ended June 30, 2002.

# INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133 (CONCLUDED)

#### Internal Control Over Compliance

The management of TARC is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal/state programs. In planning and performing our audit, we considered TARC's internal control over compliance with requirements that could have a direct and material effect on a major federal/state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal/state program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we considered to be material weaknesses.

This report is intended solely for the information and use of the Board of Directors and management of TARC, the Louisiana Legislative Auditor, federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

James M. Campbell CA. AR

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED JUNE 30, 2002

#### SUMMARY OF AUDIT RESULTS

- 1. The auditor's report expresses an unqualified opinion on the financial statements of TARC.
- 2. No reportable conditions were disclosed during the audit of the financial statements.
- 3. No instances of noncompliance material to the financial statements of TARC were disclosed during the audit.
- 4. No reportable conditions were disclosed during the audit of the major federal/state award programs.
- 5. The auditor's report on compliance for the major federal/state award programs for TARC expresses an unqualified opinion on all major federal/state award programs.
- 6. No audit findings relative to the major federal/state award programs for TARC are reported.
- 7. The program tested as a major program included: Department of Education, Idea Part C, CFDA #84.181A. The total expenditure was \$304,274.
- 8. The threshold for distinguishing Types A and B programs was \$300,000.
- 9. TARC was determined to be a low-risk auditee.